

### SECTION 3. ACCESS TO THE SYSTEM

3.1 First-Time Use of the System. The TISA Subsystem operates on a Pentium-based personal computer (PC). TISA files reside on the Installation AFMIS Server.

#### 3.1.1 Equipment Familiarization.

- a. The TISA operation uses the following equipment:
  - (1) A Pentium-based processor (PC)
  - (2) Color Monitor
  - (3) Keyboard
  - (4) Laser Printer (TISA may also have high speed and dot matrix printers)
  - (5) Network Connection to Installation Server
- b. The number of PCs, keyboards, and printers issued depends on the size of the TISA operation.
- c. See manufacturers' manuals for details on hardware documentation.

3.1.1.1 Starting and Shutting Down the Computer System. Normally, the computer will remain on at all times due to communications between the installation server and the dining facility system. If it becomes necessary to shut the system down for whatever reason (planned/unplanned power outages, etc), or you must re-start the system after an unexpected power outage, follow the following instructions.

- a. To start the system:
  - (1) Press the monitor power switch to turn on the monitor.
  - (2) Press the computer power switch. A series of information message will be displayed on the screen during the power up process. Then a Begin Log On box will be displayed.
  - (3) Press the [CTRL][ALT][DELETE] keys (at the same time). You will be prompted for your Windows NT password.
  - (4) Enter your password and click OK. The DOD security message will be displayed on the screen.
  - (5) You can press any key to continue or click on the X in the upper right hand corner of the message box to complete the log on process. The Windows NT desktop should be displayed on the screen.
  - (6) Press the printer power switch. The power indicator light comes on.

b. To power down the system:

(1) Use the mouse to click on the START button at the bottom left corner of the screen.

(2) Move the mouse pointer and click on the Shut Down command. A Shut Down Windows dialog box will be displayed on the screen.

(3) Make sure that the radial button for Shut Down has the black dot in it and click on the OK button. The system will begin to shut down.

(4) When the message "it is now safe to turn off your computer" is displayed, press the power switch on the computer to shut it off.

**NOTE:** If you do not want to continue with the shutdown, click on the restart button. The system will require you to enter your Windows NT password to log back on.

(5) Press the computer power switch to turn off the computer.

(6) Press the monitor power switch to turn off the monitor.

(7) Press the printer power switch to turn off the printer.

3.1.1.2 Loading Paper into the Printer. See the appropriate pages of the manufacturers' guides based on the type of printer used on your system. These manuals give you step-by-step processing instructions on how to load your paper.

3.1.1.3 Color Monitor. The color monitor is an interactive visual display screen for keyboard entries, system messages, and other data. The cursor is a highlighted block (□) on the screen. You can move the cursor around by using the [SPACE BAR], [BACKSPACE], [ENTER], ARROW, or FUNCTION keys.

3.1.1.4 Keyboard. The keyboard looks and works like a typewriter with some additional keys. The keys are explained in five groups:

a. Typewriter keys.

b. Function keys.

c. Control keys.

d. Arrow keys.

e. Number keys.

3.1.1.4.1 Typewriter Keys.

a. The keyboard has a standard set of typewriter keys. Use these keys to enter data and instructions into the computer.

b. Functions of some important typewriter keys are:

(1) The [SHIFT] key changes the letters from lowercase to uppercase (capitals). It is also used to enter the symbols above the number keys. For example, the □ symbol is above the number 4 on the same key. The [SHIFT] key works just like the one on a typewriter.

(2) The [CAPS/SHIFT LOCK] key locks all alphabet keys into the uppercase. When you press this key once, it locks and the Caps/Shift Lock indicator light comes on. The word “cap” appears at the bottom of the screen you’re working on. To unlock it, press the key again. Because it can create problems during processing, don't use this key. Use the [SHIFT] key instead.

(3) Use the [BACKSPACE] key to erase or correct information.

(4) Use the [ENTER] key after you enter a line of information to move to the next field.

(5) Use the [TAB] key to move from one data entry field to the next.

#### 3.1.1.4.2 Function Keys.

a. There are a total of 12 function keys (F1 – F12) at the top of the keyboard. Only 4 of these keys are used during AFMIS TISA processing.

b. The [F1] key is used to open space. The [F2] key is used to delete information or space. You can use these keys in the following Financial Accounting processes:

(1) Dining Facility to Dining Facility Transfer.

(2) TISA Adjustment Due to a Report of Survey.

(3) TISA Adjustment Due to a Statement of Charges.

c. The [F3] key is used in some processes to page forward and view more information. The [F4] key is used to page back.

d. Function keys can help speed up processing when you are dealing with large blocks of information.

e. If the function keys don't work, contact the SA. The SA may need to map the function keys so that they work correctly in AFMIS.

3.1.1.4.3 Control Keys. The three control keys are the ESCAPE (ESC) key, ENTER key, and DELETE key. They are used to direct and control the computer programs (software).

a. Use the [ESC] key when you are finished entering or reviewing information. The program saves the information you enter by placing it in a file. Some programs exit to a ring menu or the menu you are working in.

b. Use the [DELETE] key to interrupt processing without saving the information. When this key is selected during a process the process is interrupted and a ring menu is displayed at the top of the screen. The ring menu displays various options that allow you to continue the process,

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start over, or exit the process completely. You may interrupt processing at any time. When you interrupt a process and exit from the process, no database changes are made to the system.

c. On this keyboard, the [ENTER] key is labeled with an arrow [↵] symbol. In the text, the word [ENTER] is used instead of this symbol. Use the [ENTER] key during processing to move from one field to the next. This key is used in some processes to exit a screen. In these processes, another screen, ring menu, or the menu you are working in is displayed.

### 3.1.1.4.4 Arrow Keys.

- a. The keyboard has two sets of arrow keys.
- b. Use the arrow keys [↑], [↓], [←], and [→] to move the cursor around. One set is also labeled up, down, left, and right. You can use these keys to move the cursor up, down, and across data entry fields.

**NOTE:** To use the arrow keys on the number keypad, make sure the Num Lock indicator light is off.

c. You can use the LEFT or RIGHT ARROW key to highlight an option on the TISA menu.

d. If the arrow keys don't work, contact the SA.

### 3.1.1.4.5 Number Keys.

a. The number keys are located on the right side of the keyboard. There are 17 keys that resemble those on a calculator. To use these keys, press the [NUM LOCK] key. The Num Lock indicator light comes on and the word "num" appears at the bottom of the screen you are working on.

b. You can use these keys instead of the typewriter number keys when you are entering many numbers. They can be faster and easier to use.

3.1.1.4.6 Screen Prints. To print screen information while logged onto AFMIS follow the following instructions.

- a. Press the [CTRL] [Print Scrn] keys.
- b. Press the [ALT] [TAB] keys to minimize the AFMIS screen on the desktop.
- c. Use the mouse to click on the START button at the bottom of the screen. Move the cursor to Programs, Accessories, and click on WordPad. This will open up the word processor.

**NOTE:** If you have MS Word installed on your system, you can use it instead of WordPad.

- d. Use the drop down boxes to set the font type to Courier (New) and the font size to 9.
- e. You can then "Paste" the screen to the document by:

- (1) Right click on the mouse and click on Paste.
- (2) Press [CTRL] [V].
- (3) Use the mouse to click on the Paste icon (the clipboard) on the toolbar.

f. Click on the printer icon on the toolbar to print 1 copy of the screen or, if you want multiple copies, click on the file drop down menu, select print, specify the number of copies needed and press OK. At this time you can either close the word processor or leave it open in case you want to make further screen prints.

g. To return to AFMIS, click on the box at the bottom of the screen with the IP address (example 156.152.138.15...).

### 3.1.2 Access Control.

a. The login screen ensures that only authorized users access the TISA files. There are two types of authorized users:

- (1) Operator(s).
- (2) System Administrator (SA).

b. The AFMIS SA is responsible for assigning operator passwords.

c. TISA does not produce classified reports. See the Outputs paragraphs for filing instructions.

d. The SA is responsible for backing up TISA files.

## 3.2 Initiating a Session.

### 3.2.1 Login Procedures.

a. To access the AFMIS system, use the mouse to double-click on the AFMIS icon on the desktop. You can now access the system through the system login screen (fig. 3.2-1).

**NOTE:** Once you have used the mouse to click the AFMIS icon, the mouse will no longer be used for AFMIS processing. The mouse is available if you minimize the AFMIS screen and use a word processor for screen prints.

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```
SCO UnixWare 7.1.0 (sdclcpq1600) (pts/8)
```

```
login: u230
```

```
Password:
```

Figure 3.2-1. AFMIS Login Screen.

(1) Enter your assigned login at the prompt and press [ENTER]. The password prompt is displayed. Enter your assigned password and press [ENTER].

(2) When you log in correctly the system copyright information is displayed, then the AFMIS Command Menu (TISA/Prime Vendor) screen (fig. 3.2-2) is displayed.

```
AFMIS:  A B X
Press A to go to the TISA Command Menu

DATE: 14 Dec 00      AFMIS COMMAND MENU (TISA/PRIME VENDOR)  AJK-920

      OPTION CODE  RING MENU SELECTION OPTIONS

          A          TISA COMMAND MENU

          B          PRIME VENDOR COMMAND MENU

          X          EXIT
```

```
SELECT DESIRED PROCESS BY ENTERING APPROPRIATE RING MENU OPTION CODE:
```

Figure 3.2-2. AFMIS Command Menu (TISA/Prime Vendor) Screen (AJK-920).

b. Use the [SPACE BAR] to select an option from the ring menu at the top of the screen and press [ENTER], or enter the option letter.

### 3.2.2 Problem Determination.

a. The first thing you must do when a problem occurs is to record the following details:

- (1) What process was running?
- (2) What error message(s) appeared?

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(3) What did the machine do or fail to do?

(4) What did you do?

b. Some of the most common error messages are listed in the Computer Operation Manual AISM 18-L37-AJK-SPR-OM.

c. The OM identifies the problem area and describes the proper response.

d. It is your responsibility to record the details and notify your supervisor. If you can't solve the problem, contact the AFMIS SA. Give him/her the details you record.

**3.3 Stopping and Suspending Work.**

a. To return to the TISA Command Menu, select the exit option(s) from the menu(s) you are working in.

b. To return to the login screen, select X from the AFMIS Command Menu (TISA/Prime Vendor). At the command prompt (>), type exit or press [CTRL][D]. This returns you to the Windows NT desktop

c. To interrupt processing, use the [DELETE] key. An interrupt ring menu is displayed for the process you are working in. You can use this ring menu to continue processing, return to the menu you are working in, or return to the AFMIS Command Menu (TISA/Prime Vendor).

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